

BUILDING/PLANNING TECHNICIAN III

DEFINITION

To perform a variety of responsible technical duties in support of the services and activities of the Community Development Department; to assist applicants in the processing and review of applications for land development and building permits by coordinating project approvals through City departments and outside agencies; to review permit applications, plans, and supporting documents for proper form, completeness, sufficiency of information, conformance with legal standards, and compliance with City requirements; to receive, log, and complete general permit processing procedures including distribution of building plans for plan checking; to perform the more complex routine plan checks for Planning Commission conditions; and to issue permits as authorized.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Building/Planning Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing plan checks for Planning Commission conditions including those for commercial and multi-family dwellings. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Building Official.

May exercise technical and functional supervision over assigned clerical staff and less experienced staff.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Perform a full range of technical duties in support of the Community Development Department's services and activities; assist the public and applicants to understand and comply with City building and planning requirements and processes; respond to procedural inquiries, answer questions, and provide information to the public and applicants; refer issues or problems beyond the scope of the Building/Planning Technician III responsibilities to an appropriate staff member.

Coordinate project approvals through City departments and outside agencies to assist applicants; arrange meetings with applicants and City staff to ensure timely processing of permits; monitor the progress of permit approvals.

Accept and review permit applications, plans, and supporting documents for completeness, sufficiency of information, conformance with legal standards, and compliance with City requirements; input information into computer system; route plans and information to appropriate City departments and consultants.

Perform general administrative duties in support of the Community Development Department; process permits; staff the front counter; answer telephones; perform specialized clerical duties as required.

Conduct building plan reviews for routine building permits; review building permit fees; verify address on new projects; complete planning and building site review approval process on site plans for production homes; review and approve plans and accompanying documents on over-the-counter permits.

Perform plan checking for zoning code and Planning Commission conditions including plan checks for commercial and multi-family dwellings.

Perform review coordination between departments and serve as designated coordinator for special projects.

Assist plan checkers with permit review processes and project approvals.

Prepare permit fees; calculate and produce fee estimates on assigned projects

Compile data and prepare reports and summaries related to assigned activities including those for City Council, outside agencies, other City departments, and other agencies as required.

May make field observations of specific parcels relevant to analysis of specific development or construction proposals.

Perform related duties as assigned.

Knowledge of:

Organization, procedures, and operating details of the Community Development Department including the Planning and Building Divisions.

Principles and practices used in planning processes.

City government organization, functions, and policies.

City ordinances, codes, and regulations pertaining to assigned area of responsibility including those pertaining to permit approval.

Customer service techniques, practices, and principles.

Business letter writing and basic report preparation.

Modern office procedures, methods, and equipment including computers and standard word processing and spreadsheet applications.

Principles and procedures of record keeping.

English usage, spelling, grammar, and punctuation.

Basic mathematical principles.

Ability to:

Perform responsible and difficult technical work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the City and of outside agencies as necessary to assume the assigned responsibilities.

Understand, interpret, and effectively explain City policies, procedures, fees, and planning, zoning, and building ordinances, codes, and regulations to the general public, permit applicants, and City staff.

Read and understand common building and site plans.

Organize and maintain a variety of files and records including those pertaining to permit approvals.

Coordinate and monitor the progress of permit approvals through City departments and outside agencies; actively assist customers in obtaining permits.

Respond to a wide variety of requests and inquiries from the general public.

Analyze data and situations and draw logical conclusions; identify and troubleshoot problems; make logical decisions without direction.

Use good judgment to recognize when a problem or issue is beyond the Building/Planning Technician III's scope of responsibility or knowledge.

Handle difficult situations effectively, using diplomacy and firmness.

Review documents for accuracy and completeness.

Perform a full range of office and clerical support duties and tasks.

Operate and use modern office equipment including a computer and standard software packages.

Perform mathematical calculations including addition, subtraction, multiplication, and division.

Organize and prioritize tasks in an effective and timely manner.

Adapt to a changeable and fast-paced working environment.

Work cooperatively with other departments, City officials, and outside agencies.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience as a journey level building or planning technician that included responsibility for reviewing applications for basic technical compliance.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in building technology, construction management, planning, architecture, or a related field.

License or Certificate:

Certification by the International Conference of Building Officials (ICBO) as a building technician or in one or more building-related technical codes is desirable.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an office environment. Incumbents may be assigned to inspection work, which will require exposure to weather conditions. Incumbents may drive on surface streets for short period of time.

TYPICAL PHYSICAL REQUIREMENTS

On an intermittent basis, sit at a desk or stand at a counter for long periods of time; intermittently walk, stand, bend, squat, twist, and reach while retrieving and/or returning files, plans, and other documents. Perform simple grasping and fine manipulation. Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment. Use a telephone to communicate verbally and use a keyboard to communicate through written means, review information, and enter/retrieve data. See and read characters on computer screen. Lift light weights. Maintain mental capacity which allows for effective interaction and communication with others.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.